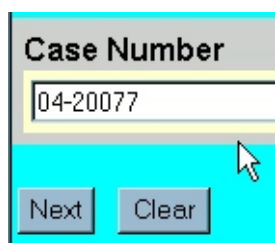


Motion to Amend

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*. Click on **Motions/Applications** from the *Bankruptcy Events* menu.

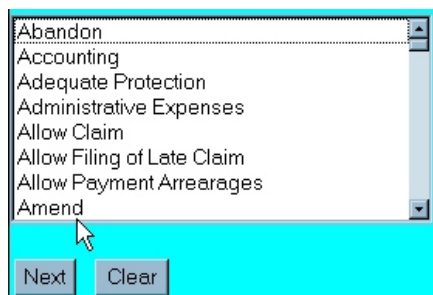


STEP 2 The **Case Number** screen displays.



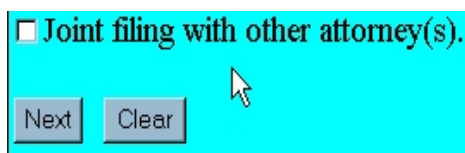
- ◆ **Case Number** - type the case number in YY-NNNNN format
- ◆ Click **Next** to continue.

STEP 3 The **select type of document** screen displays.



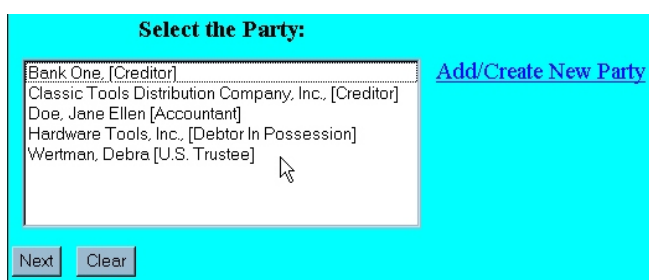
- ◆ Click on arrow to the right of the box to open the selection drop down box.
- ◆ Highlight type of document being filed (**Amend**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



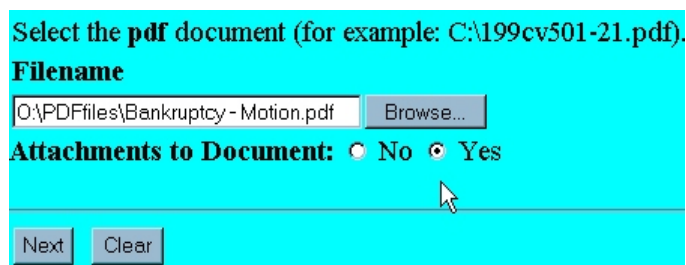
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Highlight the party's name
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach a **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Order

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **Certificate of Service** screen displays.

With Certificate of Service? y or n:

- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a Certificate of Service is attached.
- ◆ Click on the **Next** button.

STEP 9 The **Refer to Existing event(s)** screen displays.

☒ **Refer to existing event(s)?**

- ◆ If your motion includes a Notice of Motion, the **Objection Due Date** displays.
- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

STEP 10 The **Select Category** screen displays.

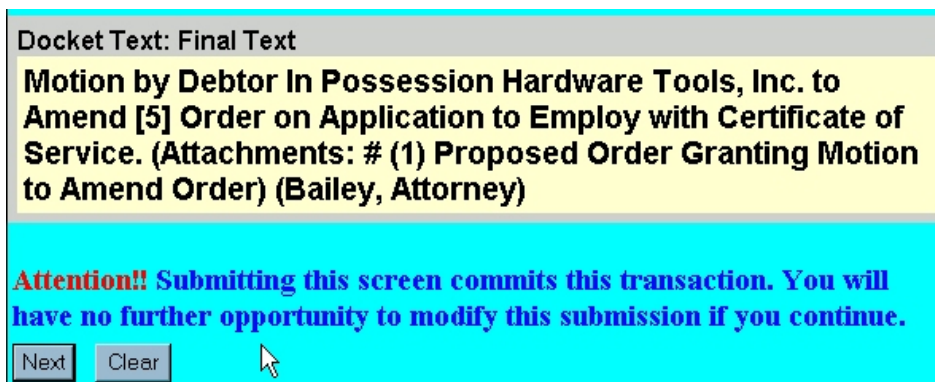
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 11 The **Select the Appropriate Event** screen displays.

- ◆ Click in the box to the left of the event to which the compromise refers.
- ◆ Click on the **Next** button.

STEP 12 A **Verification** screen displays. Verify the accuracy of the case name and case number, then click on the **Next** button.

STEP 13 The **Docket Text: Final Text** screen displays.



Docket Text: Final Text

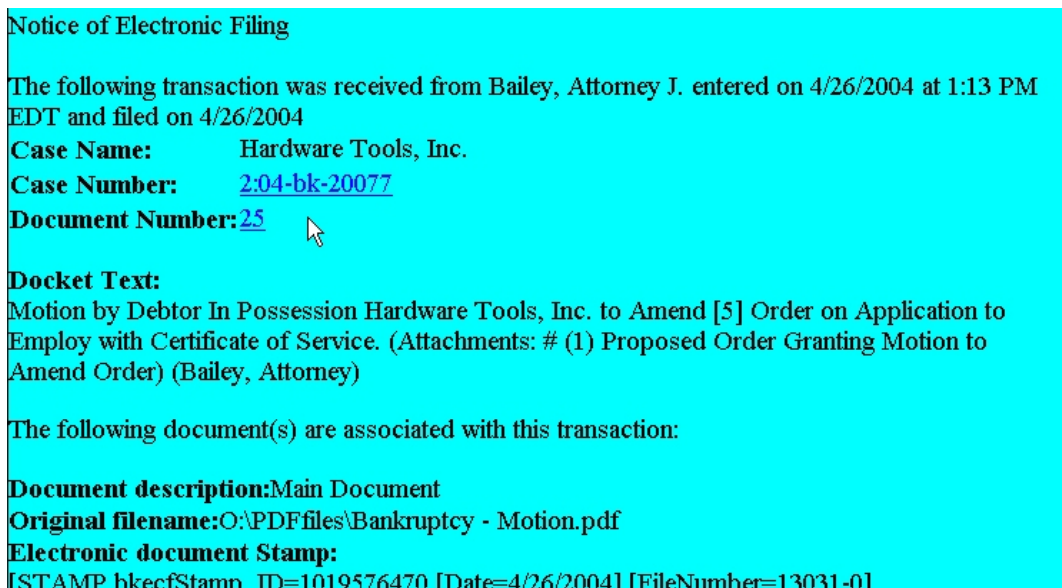
Motion by Debtor In Possession Hardware Tools, Inc. to Amend [5] Order on Application to Employ with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Amend Order) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/26/2004 at 1:13 PM EDT and filed on 4/26/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [25](#)

Docket Text:
Motion by Debtor In Possession Hardware Tools, Inc. to Amend [5] Order on Application to Employ with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Amend Order) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
ISTAMP bkecfStamp ID=1019576470 [Date=4/26/2004] [FileNumber=13031-01]